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August 28, 2003

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To: Community Based Alternatives (CBA) Home and Community Support Services (HCSS) Agencies

Subject: Long Term Care (LTC)
Information Letter No. 03-28
Changes in the Client Enrollment Process for the CBA Program

Funding for the Community Based Alternatives (CBA) program allocated to the Texas Department of Human Services for Fiscal Year 2004-2005 by the General Appropriations Act has been decreased. The CBA program must temporarily suspend enrollment. This information letter provides written notification to suspend the assessment process for all applicants of the CBA program **effective September 1, 2003**.

The only exceptions to the suspension are applications for:

1. Current nursing facility residents, or
2. Clients receiving Medically Dependent Children Program Waiver or Texas Health Steps Services.

Home and Community Support Services agencies will be reimbursed for all Pre-Enrollment Home Health Assessments **if** the agency has already conducted a home visit with the applicant to begin the assessment process. Agencies should submit to the case manager whatever written materials they have completed pertaining to the assessment home visit so the case manager can authorize payment. For these individuals, agencies should not continue with the assessment process such as submitting the F3652 to the National Heritage Insurance Company.

When funds are available to serve new clients, you will be notified and the case managers will begin authorizing pre-enrollment home health assessments.

If you have any questions pertaining to this letter, please contact your contract manager.

Sincerely,

Signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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